



COUNTY OF LOS ANGELES
HISTORICAL LANDMARKS and RECORDS COMMISSION

B-50 Kenneth Hahn Hall of Administration · 500 West Temple Street · Los Angeles, CA 90012
213/974-1431

Louis Skelton, CHAIRMAN • Stephen Sass, VICE-CHAIR
Helen J. Monteilh • Yolanda Duarte-White • Ivy Sun, COMMISSIONERS

MINUTES OF THE MEETING OF APRIL 24, 2009

Room 372, Kenneth Hahn Hall of Administration
500 West Temple Street, Los Angeles, CA 90012

PRESENT:

Louis Skelton, Chariman
Stephen J. Sass, Vice Chair
Yolanda Duarte-White
Ivy Sun

EXCUSED ABSENT:

Helen J. Monteilh

EX OFFICIO REPRESENTATIVE:

Kathy Treggs, Registrar-Recorder/County Clerk

GUESTS:

Kary L. Golden, Countywide Records and Archives, Coordinator
John Lazuk, Deloitte Financial Advisory Services, Project Manager
Frank Cheng, Manager, CEO

OTHERS PRESENT:

Rhonda Rangel, Staff
Martha Arana, Staff
Audra Galang, Staff

CALL TO ORDER

Chair Skelton called the meeting to order at 9:12 a.m.

APPROVAL OF THE FEBRUARY 6, 2009 MINUTES

On motion of Commissioner Duarte-White, seconded by Commissioner Sun, with Chair Skelton abstaining, the minutes for the meeting of February 6, 2008, were duly approved as submitted.

(Vice Chair Sass joined the meeting.)

UPDATE ON THE COUNTY RECORDS PROGRAM

John Lazuk, Deloitte Financial Advisory Services, Project Manager, reported on the following:

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- The Chief Executive Office (CEO) has contracted with Deloitte Financial Advisory Services (Deloitte) through June 30, 2009, and Deloitte will assist the County in establishing a County Records Program (Program). It will provide the County with a records retention framework and the necessary guidelines and legal requirements for improved management of the County's record keeping needs.
- There are nine tasks to the *Program*, including: 1) electronic records, 2) paper records, 3) automation of the *Program* 4) establishing recommendations for County record centers, 5) staffing for the *Program*, 6) training for records coordinators, 7) methodology for artwork inventory, 8) legal requirements on records retention for the *Program*, and 9) Historical and Archival records process.
- Deloitte will assist the County with the nine tasks. He noted that all the tasks for the County's Records *Program* have multiple deliverables. The deliverable for the Historical and Archival Records Task resulted in a report prepared by Deloitte to all County Departments that will offer County Departments the necessary guidelines and tools to manage archival records. Stakeholders were given the opportunity to comment on the report and to date, the Commission as well as the Natural History Museum have provided feedback which will be incorporated into the report.
- Deloitte is assisting County Department's in identifying archival records, and is actively reviewing the County's responses.
- Currently, County records are not centralized and most Departments are administering independent record retention techniques. Iron Mountain and/or Data Savers are the storage facilities used by approximately 29 County Departments. These facilities have climate controlled storage space adequate for historical and archival needs. Considerations are in progress for centralized storage location sites for County records.
- In March 2009, Deloitte toured the Assessor's storage area located in the basement at the KHHOA, and provided this department with an assessment of its records inventory and offered recommendations for the safety and security of its records, and its records retention process. Mr. Lazuk noted that the Assessor's archives are voluminous and substantial.
- Public Access to stored records is also an important component of the *Program*; therefore, viewing room requirements and the needs for viewing rooms are being assessed.
- Due to the size of LA County, the *Program* faces additional challenges. Therefore, record retentions schedules and inventories are continuously being formulated to meet the needs of the County. Deloitte works continually with County Departments on their respective retention schedules, and Departments are encouraged to review and update their retention schedules as needed.
- Deloitte recommends that the County designate staff specifically for records retention and archival needs.
- To date, a cost-effective approach of the *Program* is not yet feasible until a better assessment of the currently stored record quantities is determined and archival records are identified.

Frank Cheng, Manager, CEO, noted the importance of clarifying and defining archival records. Deloitte emphasizes that the issue is to identify archival records and what needs to be retained and whether this data should be centralized. All departments should review

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what has already been stored and follow guidelines to what currently is acceptable. A cost analysis will then be implemented.

Chair Skelton suggested that Deloitte provide the County with recommendations for generating revenue by providing public access to records. He noted that nominal fees for access to County records could offset the costs of their retention; the possibilities of records being made available on-line as a revenue source should be explored. Mr. Cheng noted that the Arts Commission's current report related to its 80 exhibits, which is available on-line, is a model that will be looked at and researched to assist with this endeavor.

Commissioner Duarte-White agreed that public access is vital; this is an ongoing concern whether the public can easily access copies of records and/or view records.

Chair Skelton commended Public Works on their "Navigate L.A." on-line program which provides documents to the public. He suggested looking at this program in addition to that of the Assessor's.

Mr. Lazuk agreed to continue to provide updates to the Commission.

The Commission thanked Mr. Lazuk and Mr. Cheng for their informative report.

(Mr. Lazuk was excused from the meeting at 10:14 a.m.)

Kathy Treggs, Registrar-Recorder/County Clerk reported on the automated services offered by the Registrar Recorder/County Clerk, and updated the Commission on the following:

- The Registrar-Recorder/County Clerk (RRCC) is mandated by law to keep records and the Department's retention schedule programs.
- Storage and archival guidelines are in place and strictly followed. This department has a microfiche vault which holds records dating back to 1850.
- In 2007 and 2009 the department implemented a paperless program with real estate and vital records.
- The department continues to digitize its records and currently digital records go back to 1992. Efforts continue to digitize records back to 1977.
- The issue of on-line data has been researched; vital records such as birth, death, or marriage may not be advisable due to identity theft and fraud.
- Kiosks are in place except in the district offices due to the lack of space.
- The RRCC Van Nuys' district office reopened in February 2009. Although the office has been enlarged and renovated, the unexpected public requests continue to increase.
- The economy, budget constraints and cutbacks, have impacted RRCC personnel with freezes; currently 49 positions have been frozen. Ms. Treggs had a staff of 17 and now has 11.
- The economy has contributed to the 47% increase of requests for birth and marriage certificates as a result of the growing unemployment factor.
- Due to new passport laws, the need for public services has grown considerably.

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Vice Chair Sass commended RRCC for its perseverance with establishing and maintaining their archival program during these tough economic times.

Chair Skelton requested staff to coordinate the next HLRC meeting at the RRCC Headquarters in Norwalk, CA.

The Commission thanked Ms. Treggs for her report.

CHAIRMAN'S REPORT

Chair Skelton offered his apologies for not attending the last HLRC meeting due to a scheduling conflict.

STAFF REPORT

Martha Arana, Staff, reported the following:

- A Board of Supervisors' mandate requires *Sexual Harassment Prevention* and *Cultural Diversity* training for all County Commissioners. Commissioners are required to complete this training course every 2 years. Courses are on going and training dates are available. Please contact staff to secure this training course.
- On February 17, 2009, the Board approved the March of Dimes Campaign. Sachi Hamai, Executive Officer, is this year's campaign Co-Chair. Last year, this campaign raised \$360,000. Ms. Hamai encourages more participation this year. This event is scheduled for April 25, 2009, at Exposition Park. Individuals interested in participating and/or making a donation, may contact Ester Ybarra-Bryant at (213) 974-1421 or Commission Services Staff for details.
- 2nd District appointments and/or reappointments are pending. Staff will contact the 2nd District to inquire, and will provide an update to the Commission at the next meeting.

ELECTION OF OFFICERS

Chair Skelton opened nominations for election of officers.

Commissioner Duarte-White nominated Chair Skelton as Chair.

There were no further nominations for Chair.

On motion of Commissioner Duarte-White, seconded by Vice Chair Sass and unanimously carried, the Commission closed nominations for Chair and reelected Chair Skelton as Chair for the 2009-2010 Term. The Commission congratulated Chair Skelton.

Chair Skelton opened nominations for election of Vice Chair.

Commissioner Duarte-White nominated Vice Chair Sass as Vice Chair.
There were no further nominations for Vice Chair.

On motion of Commissioner Sun, seconded by Commissioner Duarte-White and unanimously carried, the Commission reelected Vice Chair Sass as Vice Chair for the 2009 -2010 Term.

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Chair Skelton thanked the Commission for their contributions, continued participation; and commended all commissioners on their attendance.

2009 COMMISSION MEETING SCHEDULE

The Commission agreed to meet in Room 372 of the Kenneth Hahn Hall of Administration, 500 W. Temple St., Los Angeles, CA on a Friday, at 9:30 a.m. in September and November 2009.

The Commission will meet at the RRCC Headquarters in Norwalk, CA, in June 2009. Appropriate notices will be mailed and posted. The Commission directed staff to send meeting notices to Ex Officio's and stakeholders.

EX OFFICIO MEMBER REPORTS

There were none.

MATTERS NOT ON THE POSTED AGENDA (TO BE PRESENTED AND PLACED ON THE AGENDA FOR ACTION AT A FUTURE MEETING)

The Commission agreed to place the following item at a future meeting:

- Chair Skelton requested exploring the possibilities of having a scroll prepared by the 2nd District for Commissioner Monteilh acknowledging her contributions to the Commission.

Chair Skelton requested staff to agendize for discussion the County's Historic Preservation Ordinance, and to invite Regional Planning to provide an update on the ordinance. Commissioner Duarte-White volunteered to create a Sub Committee to address the Historic Preservation Ordinance.

PUBLIC COMMENT

Vice Chair Sass informed the Commission that the Jewish Historical Society is hosting a special event on Sunday, April 26, 2009, at 3:00 p.m., to introduce a newly published book entitled, "Towers of Gold." This event will take place at the old Farmer & Merchant's Bank building located in Downtown, L.A. (4th Street & Main Street).

ADJOURNMENT

There being no further business and without any objections, the Commission unanimously adjourned at 10:59 a.m.